

Career Fair Tips for State Agency Recruiters

BEFORE CAREER FAIR

Establish Goals

- ❑ Determine what positions are available
- ❑ Introduce or promote a new program or service. Has your agency recently implemented sign-on or referral bonus programs? Flexible work schedules? Internship or co-op opportunities?
- ❑ Anticipate problems before the event - be prepared for anything (i.e., VCR or computer doesn't work, need electrical extension cords, etc.)
- ❑ Gain recognition or improve your image as an employer of choice over other organizations
- ❑ Advise students or future job candidates on steps to successful transition into your workplace and career tips

Preparation

- ❑ Make a list of things you will need (brochures, literature, business cards, applications, computers, promotional items, giveaways, etc)
- ❑ Have something or someone to help carry your display items
- ❑ Make a list of questions you would like to ask each candidate

DURING CAREER FAIR

Appearance of Display

- ❑ The display should convey a clear description of your agency as well as display graphics or other information that will attract candidates to your booth
- ❑ If possible, provide candidates access to a computer to give them the opportunity to look on state and agency websites and learn how to search for specific jobs within your agency

Agency Staff Attending

- ❑ Wear nametags and always keep the table occupied by at least one representative
- ❑ Ask questions that may spark a conversation
 - What type of position are you looking for? What is your major?
- ❑ Plan how you will separate potential employees
 - Have a sign in sheet available for students who do not have resumes or business cards
 - Make comments on the back of resumes
 - Have two separate resume stacks or place a check beside qualified applicants

AFTER CAREER FAIR

Follow-up

- ❑ Contact the best candidates within 48 hours
- ❑ Designate one person to mail or e-mail follow-up to students or other potential job candidates on upcoming career opportunities
- ❑ Leave a packet of agency information in the Career Center to place in their office